



# HUMAN RESOURCES DEPARTMENT

City of Burlington

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## SENIOR NETWORK ANALYST BURLINGTON ELECTRIC DEPARTMENT

\*\*\*Re-opened\*\*\*

**POSTING DATE: March 30, 2010**

**RATE OF PAY: \$894.57 - \$1,466.50/wk doe**

**POSITION STATUS: Regular Full Time**

**EXEMPT/NON-EXEMPT: Exempt**

**DEADLINE TO APPLY: Open until filled**

**UNION: IBEW**

**NO. OF POSITIONS AVAILABLE: 1**

**CLASSIFICATION GRADE: A-5**

This position is responsible for management of all aspects of Burlington Electric Department's servers and local and wide area networks, insuring the stability, integrity, and efficient operation of those in-house information systems. This responsibility includes developing, configuring, maintaining, supporting and optimizing all new and existing related hardware, software and peripherals. In addition, this position is responsible for internet connectivity, remote access, and communications to wireless devices.

### ESSENTIAL FUNCTIONS:

- Develops and implements methodologies for monitoring and testing network performance.
- Prepares network performance statistics and reports.
- Develops, implements, and maintains initiatives to improve system availability, performance, design and support.
- Prepares annual operating and capital budgets for area of responsibility.
- Purchases and maintains licensing for all server operating systems and software and network license applications.
- Monitors bandwidth and assures a high level of availability, security, and quality of service.
- Installs, configures, and maintains all Microsoft Active Directory domain, DHCP, DNS, file, print, backup, email and communication servers and all applicable operating systems, licensing and support applications.
- Coordinates with Information Systems personnel to ensure all servers and LAN segments are configured to be accessible to the I5 midrange, Microsoft SQL, and desktop servers.
- Develops and implements preventative maintenance programs according to established standards and schedules.
- Manages all network infrastructures including, but not limited to, setup and configuration of switches, firewalls, routers and associated hardware.
- Maintains network administration, including but not limited to, user maintenance, OU Group and folder/file security and compliance with NERC and state and federal public information laws.
- Ensures anti-virus application for servers in area of responsibility.
- Manages remote access security including but not limited to VPN access and Web based access.
- Responsible for communications to wireless devices including but not limited to evaluating and recommending hardware and operating system software requirements, setting up access, security and availability.
- Develops, implements and enforces policies, procedures and standards for the server and LAN environment.
- Creates and maintains complete documentation and drawings for all domain and LAN infrastructure.
- Maintains reliable connectivity to an ISP for internet access including but not limited to maintaining contracts, quality of service and planning disaster recovery access.
- Maintains company website, including content, functionality, availability, and accessibility.
- Maintains registration and renewal of all public domain names.
- Creates and maintains backup and disaster recovery procedures for servers in area of responsibility.
- Maintains up-to-date knowledge of IS operating procedures and standards.
- Collaborates as a member of the IS team sharing information and documentation as necessary.
- Provides orientation and training to end-users for all modified and new systems.
- Provides "on-call" support for server and LAN system software and equipment.

### MINIMUM QUALIFICATIONS:

- Bachelor of Science in Computer Science, IS or related field and five years experience in IS LAN/Server environment; or 10 years or more of direct experience working in an IS local area network/server area required.
- Professional certification preferred.
- Experience with Microsoft Exchange Server preferred.
- Experience with Microsoft Windows Operating Systems, including a minimum recent versions of Microsoft Server and Microsoft Active Directory preferred.
- Experience with setup, configuration and maintenance of DHCP and DNS.
- Prior knowledge and configuration of Cisco PIX, switches and LAN management preferred.
- Working technical knowledge of current software protocols and internet standards, including TCP/IP management.
- Experience using Web development tools such as FrontPage or Microsoft Expression Web, and WSFTP required.
- Experience with VPN technologies preferred.
- Ability to present technical presentations and to provide training as needed.
- Ability to establish and maintain positive working relationships with co-workers, customers and other personnel.
- Ability to multi-task, work with minimal supervision, and adapt quickly to changing priorities and deadlines.
- Ability to work effectively in a team oriented, collaborative environment.
- Ability to travel to and from various work sites within the City of Burlington.
- Ability to work nights, weekends and holidays required.

**The City of Burlington does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, or disability in employment or the provision of services. Submit cover letter, resume and City of Burlington Application to:** Human Resources Department, 131 Church Street, Burlington, Vermont 05401. Available in alternative formats for persons with disabilities. For disability access information or to request an application, visit our website at [www.hrjobs.ci.burlington.vt.us](http://www.hrjobs.ci.burlington.vt.us) or contact Human Resources at (802) 865-7145 or (802) 865-7142 (TTY).

**WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.**